



# City of Tigard Business License Application

For quicker processing,  
please fill out completely.

Calendar Year: \_\_\_\_\_

☐ New ☐ Renewal (check one)

## BUSINESS INFORMATION:

Doing Business As (DBA) Name \_\_\_\_\_

Address (if home address, please see Home Occupation Permit  
information attached) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address for Business License Correspondence \_\_\_\_\_

Business Code from page 3 of this form: \_\_\_\_\_

## LEGAL ENTITY INFORMATION:

Registered Business Name (if different) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Owner/Emergency Contact Names & Telephone:

1. \_\_\_\_\_

2. \_\_\_\_\_

We announce new businesses on our website and/or social media. Would you like us to include your business information? ☐ Yes ☐ No

## OTHER BUSINESS INFORMATION NEEDED:

Tax Exempt Status Approval #: \_\_\_\_\_  
(Attach copy of Organization's "Letter of Determination" from the IRS)

Contractor #: \_\_\_\_\_  
(Attach a copy of the Oregon State Contractor's License)

Business start up date in Tigard (for temporary license, provide date of temporary work): .. \_\_\_\_\_

Number of full-time equivalent employees,\* including the owner, within Tigard:..... \_\_\_\_\_

Business License fee due this calendar year (see fee schedule or pro-rated schedule):..... \_\_\_\_\_

**\*NOTE:** The Tigard Business License fee is based on the number of people employed by the company who are working in Tigard. For the purpose of computing the business license fee, the term "employee" includes the owner as well as his/her spouse if also engaged in the business. To compute the number of full-time equivalent employees, estimate the total number of hours worked by all employees (per year) and divide by 2,080.

**ALARM PERMIT:** If your business has an active security alarm system, you must obtain an Alarm Permit from the Tigard Police Department. Please download an application (or apply online) at: [www.tigard-or.gov/alarm](http://www.tigard-or.gov/alarm), or call 503-718-2565.

## PLEASE RETURN APPLICATION AND REMIT PAYMENT TO:

City of Tigard  
Attn: Business License  
13125 SW Hall Blvd.  
Tigard, OR 97223

If you have questions about your business license,  
call 503-718-2487 or send an email to [buslic@tigard-or.gov](mailto:buslic@tigard-or.gov)

## FOR OFFICE USE ONLY:

License #: \_\_\_\_\_

Date: \_\_\_\_\_

\$ Amount: \_\_\_\_\_

HOP #: \_\_\_\_\_

Signature of Business Owner \_\_\_\_\_

Date \_\_\_\_\_

## LAND USE AND BUILDING OCCUPATION INFORMATION

1. Will your business be taking over an existing business? ☐ Yes ☐ No

If yes, is your type of business different from the previous business on the site? ☐ Yes ☐ No

If yes, please describe the nature of your new business:

2. Will your new business require interior remodeling? ☐ Yes ☐ No

If yes, please describe the type of changes proposed (new floor area, structural/mechanical/electrical/plumbing?)

3. Will the business require exterior changes to the site such as parking, storage or exterior display? ☐ Yes ☐ No

If yes, please describe the type of changes proposed:

4. Will your business require new signs? ☐ Yes ☐ No

5. Will there be multiple businesses on the property? ☐ Yes ☐ No

6. Will your business be operating out of a home? ☐ Yes ☐ No

If yes, please fill out a home occupation permit, which can be obtained from our website at: <http://www.tigard-or.gov/forms/forms.asp>

7. Will your business be temporary (30 days or less) or seasonal? ☐ Yes ☐ No

- PENALTY:** Violation of the City of Tigard Business License Ordinance constitutes a Class II Civil Infraction and carries a civil penalty of up to \$150.00 per day of violation plus hearings cost and witness fees, if any.
- NOTE:** The Tigard Municipal Code 7.24.120(4) has imposed reasonable restrictions on “Door-To-Door” solicitation and canvassing, commercial and noncommercial within the city limits of Tigard.
- NOTE:** The Tigard Municipal Code 7.52.080(a) restricts the selling of goods or services in any city parks.
- NOTE:** A business license does not imply city approval or endorsement to operate the business or the location of the business.
- NOTE:** Additional regulations may apply.

The information provided on this application is public record. Submitting this application does not assume zoning compliance for your business type. Please contact the Planning Division at 503 718-2521 for business zoning questions.

# BUSINESS TYPE CODES

(Check appropriate code and also write in number on page 1 of form)

## AGRICULTURE, FORESTRY & FISHING

- ☐ 0700 Agriculture Services
- ☐ 0740 Veterinary Services
- ☐ 0780 Landscape; Horticultural Services
- ☐ 0800 Forestry

## MINING

- ☐ 1440 Sand & Gravel

## CONSTRUCTION

- ☐ 1500 General Building Contractor
- ☐ 1520 Residential Building Construction
- ☐ 1540 Nonresidential Building Construction
- ☐ 1610 Highway & Street Construction
- ☐ 1620 Heavy Construction
- ☐ 1710 Plumbing, Heating & Air Conditioning
- ☐ 1720 Painting & Paper Hanging
- ☐ 1730 Electrical Work
- ☐ 1740 Masonry, Stonework & Plastering
- ☐ 1750 Carpentry & Floor Work
- ☐ 1760 Roofing & Sheet Metal Work
- ☐ 1770 Concrete Work
- ☐ 1780 Water Well Drilling
- ☐ 1790 Misc Special Trade Contractors

## MANUFACTURING

- ☐ 2010 Meat Products
- ☐ 2020 Dairy Products
- ☐ 2030 Canned & Preserved Fruits/Vegetables
- ☐ 2040 Grain Mill Products
- ☐ 2050 Bakery Products
- ☐ 2060 Sugar & Confectionary Products
- ☐ 2070 Fats & Oil
- ☐ 2080 Beverages
- ☐ 2090 Food Preparations & Products
- ☐ 2110 Cigarettes & Tobacco Products
- ☐ 2200 Textile Mill Products
- ☐ 2300 Apparel & Other Finished Products
- ☐ 2400 Lumber & Wood Products
- ☐ 2500 Furniture & Fixtures
- ☐ 2600 Paper & Allied Products
- ☐ 2700 Printing & Publishing
- ☐ 2810 Industrial Inorganic Chemicals
- ☐ 2820. Plastics Materials & Synthetics
- ☐ 2830 Drugs
- ☐ 2840 Soap, Detergents & Cleaning Preparations
- ☐ 2850 Paints, Varnishes & Allied Products
- ☐ 2860 Industrial Organic Chemicals
- ☐ 2870 Agricultural Chemicals
- ☐ 2890 Misc. Chemical Products
- ☐ 2910 Petroleum Refining
- ☐ 2950 Paving & Roofing Materials
- ☐ 2990 Products of Petroleum & Coal
- ☐ 3000 Rubber & Misc. Plastic Products
- ☐ 3100 Leather, Tanning & Finishing & Leather Products
- ☐ 3200 Stone, Clay, Glass & Concrete Products
- ☐ 3300 Primary Metal Industries
- ☐ 3400 Fabricated Metal Products
- ☐ 3500 Machinery, Except Electrical
- ☐ 3600 Electrical & Electronic Machinery, Equip/Supplies
- ☐ 3710 Motor Vehicles & Equipment
- ☐ 3720 Aircraft & Parts
- ☐ 3730 Ship & Boat Building & Repairing
- ☐ 3740 Railroad Equipment
- ☐ 3750 Motorcycles, Bicycles & Parts
- ☐ 3790 Misc. Transportation Equipment
- ☐ 3800 Measuring, Analyzing & Controlling Instruments
- ☐ 3910 Jewelry, Silverware & Plated Ware
- ☐ 3930 Musical Instruments
- ☐ 3940 Toy & Amusement, Sporting & Athletic
- ☐ 3950 Pens, Pencils & Other Office & Artists Materials
- ☐ 3960 Costume Jewelry, Novelties, Buttons & Notions
- ☐ 3990 Misc. Manufacturers

## TRANSPORTATION, COMMUNICATIONS, ELECTRIC, GAS & SANITARY SERVICES

- ☐ 4000 Railroad Transportation
- ☐ 4110 Local & Suburban Passenger Transportation

- ☐ 4120 Taxicabs
- ☐ 4130 Intercity & Rural Highway Passenger Transportation
- ☐ 4140 Passenger Transportation Charter Service
- ☐ 4170 Terminal & Service Facilities for Motor Vehicle
- ☐ 4210 Trucking, Local & Long Distance
- ☐ 4220 Public Warehousing
- ☐ 4230 Terminal Maintenance for Motor Freight Transport
- ☐ 4400 Water Transportation
- ☐ 4500 Transportation by Air
- ☐ 4600 Pipelines, Except Natural Gas
- ☐ 4700 Misc. Transportation Services
- ☐ 4810 Telephone Communication (Wire & Radio)
- ☐ 4820 Telegraph Communication (Wire & Radio)
- ☐ 4830 Radio & Television Broadcasting
- ☐ 4890 Misc. Communication Services (NEC)
- ☐ 4910 Electric Services
- ☐ 4920 Gas Production & Distribution
- ☐ 4930 Combination Electric & Gas & Other Utility
- ☐ 4940 Water Supply
- ☐ 4950 Sanitary Services
- ☐ 4970 Irrigation Services

## WHOLESALE TRADE

- ☐ 5010 Motor Vehicles, Automotive Parts & Supplies
- ☐ 5020 Furniture & Home Furnishings
- ☐ 5030 Lumber & Other Construction Materials
- ☐ 5040 Sporting Recreational, Photo, Hobby Goods, Toys & Supplies
- ☐ 5050 Metals & Minerals, Except Petroleum
- ☐ 5060 Electrical Goods
- ☐ 5070 Hardware, Plumbing & Heating Equipment & Supplies
- ☐ 5080 Machinery, Equipment & Supplies
- ☐ 5090 Misc. Durable Goods
- ☐ 5110 Paper & Paper Products
- ☐ 5120 Drugs, Proprietors & Sundries
- ☐ 5130 Apparel, Piece Goods & Notions
- ☐ 5140 Groceries & Related Products
- ☐ 5150 Farm-Product Raw Materials
- ☐ 5160 Chemicals & Allied Products
- ☐ 5170 Petroleum & Petroleum Products
- ☐ 5180 Beer, Wine & Distilled Alcoholic Beverages
- ☐ 5190 Misc Nondurable Goods

## RETAIL TRADE

- ☐ 5200 Building Materials Dealers
- ☐ 5260 Retail Nurseries & Garden Stores
- ☐ 5300 General Merchandise Stores
- ☐ 5400 Food Stores Including Candy
- ☐ 5510 Motor Vehicle Dealers (New and Used)
- ☐ 5530 Auto & Home Supply Stores
- ☐ 5540 Gasoline Service Stations
- ☐ 5550 Boat Dealers
- ☐ 5560 Recreation & Utility Trailer Dealers
- ☐ 5570 Motorcycle Dealers
- ☐ 5590 Misc. Automotive Dealers
- ☐ 5600 Apparel & Accessory Stores
- ☐ 5700 Furniture & Home Furnishing Stores
- ☐ 5800 Eating and Drinking Places
- ☐ 5910 Drug Stores & Proprietary Stores
- ☐ 5920 Liquor Stores
- ☐ 5930 Used Merchandise Stores
- ☐ 5940 Retail Goods Stores — sporting, bicycles, books, stationary, jewelry, hobby
- ☐ 5960 Nonstore Retailers
- ☐ 5970 Catalog & Mail Order Houses
- ☐ 5980 Fuel & Ice Dealers
- ☐ 5990 Misc. Retail Stores (NEC)

## FINANCE, INSURANCE & REAL ESTATE

- ☐ 6000 Banking
- ☐ 6100 Credit Agencies Other than Banks
- ☐ 6200 Security & Commodity Brokers, Dealers Exchanges & Services
- ☐ 6300 Insurance Including Insurance Carriers of all Types
- ☐ 6330 Insurance Carriers
- ☐ 6400 Insurance Agents, Brokers & Service

- ☐ 6500 Real Estate Including Cemeteries
- ☐ 6512 Nonresidential Building Operators
- ☐ 6513 Apartment Building Operators
- ☐ 6530 Real Estate Agent Managers
- ☐ 6600 Any Combination of Real Estate, Insurance, Loans & Law Offices
- ☐ 6710 Holding Offices which Hold or Own Securities to Exercise Control over Companies
- ☐ 6720 Investment Offices
- ☐ 6730 Trust — Management of the Funds of Individual Trust & Foundations
- ☐ 6790 Misc. Investors

## SERVICES

- ☐ 7000 Hotels, Rooming Houses, Camps & Other Lodging Places
- ☐ 7210 Laundry, Cleaning & Garment Services
- ☐ 7220 Photographic Studios (Portrait)
- ☐ 7230 Beauty Shops & Barber Shops
- ☐ 7250 Shoe Repair, Shoe Shine & Hat Cleaning Shops
- ☐ 7260 Funeral Services & Crematories
- ☐ 7290 Personal Services
- ☐ 7310 Advertising
- ☐ 7320 Credit Reporting, Mercantile Reporting, Adjustment & Collection Agencies
- ☐ 7330 Mailing, Reproduction, Commercial Art, Photography & Stenographic Services
- ☐ 7340 Services to Dwelling & Other Buildings
- ☐ 7350 News Syndicates
- ☐ 7360 Personnel Supply Services
- ☐ 7370 Computer & Data Processing Services
- ☐ 7390 Misc Business Services
- ☐ 7400 Management & Public Relations (Consulting)
- ☐ 7510 Automobile Renting & Leasing
- ☐ 7520 Automobile Parking
- ☐ 7530 Auto Repair Shops
- ☐ 7540 Automotive Service, except Repair
- ☐ 7620 Electrical Repair Shops
- ☐ 7630 Watch, Clock & Jewelry Repair
- ☐ 7640 Reupholsters & Furniture Repair
- ☐ 7690 Misc Repair Services
- ☐ 7810 Motion Picture Production & Distribution & Allied Services
- ☐ 7830 Motion Picture Theaters
- ☐ 7910 Dance Halls, Studios & Schools
- ☐ 7920 Theatrical Producers
- ☐ 7930 Bowling Alleys, Billiard & Pool Establishments
- ☐ 7940 Commercial Sports
- ☐ 7990 Misc Amusement & Recreation Services
- ☐ 8000 Membership Sports & Recreation Clubs
- ☐ 8010 Offices of Licensed Physicians
- ☐ 8020 Offices of Licensed Dentists
- ☐ 8030 Offices of Licensed Osteopathic Physicians
- ☐ 8040 Offices of Other Health Practitioners
- ☐ 8050 Nursing & Personal Care Facilities
- ☐ 8060 Hospitals
- ☐ 8070 Medical & Dental Laboratories
- ☐ 8080 Outpatient Care Facilities
- ☐ 8090 Misc Health & Allied Services
- ☐ 8100 Legal Services
- ☐ 8200 Educational Services — Libraries, Schools
- ☐ 8320 Individual & Family Social Services
- ☐ 8330 Job Training & Related Social Services
- ☐ 8350 Child Day Care Services
- ☐ 8360 Residential Care
- ☐ 8400 Museums Botanical & Zoological Gardens
- ☐ 8910 Engineering & Architectural Services
- ☐ 8930 Accounting, Auditing & Bookkeeping
- ☐ 8990 Misc Services
- ☐ 9200 Justice, Public Order & Safety

## TAX EXEMPT

- ☐ 009 Tax Exempt or Non-Profit Organization\*

\*TAX EXEMPT — A copy of the organization's "Letter of Determination" from the IRS must be submitted in order to waive the Business License Fee.